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Security Information

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Office of Collection and Dissemination, Revision of Table of Organisation

REFERENCES: (Attached as Tabs)

Tab 1 - Memorandum dated 26 January 1953 from the Assistant Director, Collection and Dissemination requesting OCD T/O change.

Tab 2 - Memorandum dated 16 February 1953 from the Chief, Organization and Methods Service.

Tab 3 - Memorandum dated 10 February 1953 from the Comptroller.

1. Tab 1 is a memorandum from the Assistant Director, Collection and Dissemination, requesting a realignment of the present OCD T/O to meet shifting work loads. Major changes proposed include:

a. Strengthening of several library components where the work load has increased beyond present staff capacity.

b. Reorganization of the CIA Library Publications Procurement Section, involving transfer of ten positions to the Section to meet the heavy work load and realignment of functions and supervisory channels.

c. Creation of the International Conferences Branch in the Liaison Division. The creation of this Branch has been approved by the DD/I as a central point within CIA for coordinating information on international trade fairs and international scientific and technical conferences.

The above changes are to be made within the T/O strength currently authorized by elimination of positions listed in Tab 1A and do not involve increase in total positions or ceiling.

2. Tab 2 is a memorandum from the O&M Service concurring in the basic request of OCD for a revision of the existing T/O. The O&M Service, however, does not recommend the breakdown of the Publications Procurement Section to the unit level, stating that such a breakdown

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would make the Section too rigid and would prevent shifting of incumbents between various positions in the Section to provide additional training and experience.

3. Tab 3 is a memorandum from the Comptroller dated 10 February 1953 concurring in the proposed T/O change and stating that the change would entail an increase of salary payments in OCD of \$10,775 during the Fiscal Year 1954, and that the proposed changes can be financed within the presently approved budget for OCD.

4. The T/O change proposal is considered well documented and the classifications requested by OCD appear justified, with two exceptions: (1) Secretary (Stenography) proposed as GS-7 and reduced to GS-6 by this office; and (2) Library Assistant proposed as GS-5 and reduced to GS-4. OCD has concurred in these changes.

5. Based on considerations stated above, it is recommended that the OCD proposal, as modified by the two grade changes cited in paragraph four, be approved.

25X1A

[REDACTED]  
Assistant Director (Personnel)

3 Attachments  
As stated

Action by Approving Authority

Date 19 March 1953  
T/O & Ceiling Approved (Disapproved),  
Exceptions, if any

15/ L.K. White  
Asst. Deputy Director  
(Administration)

CWD/ONH/ec

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ORIGINAL DOCUMENT MISSING PAGE(S):

missing 3 attachments tabs